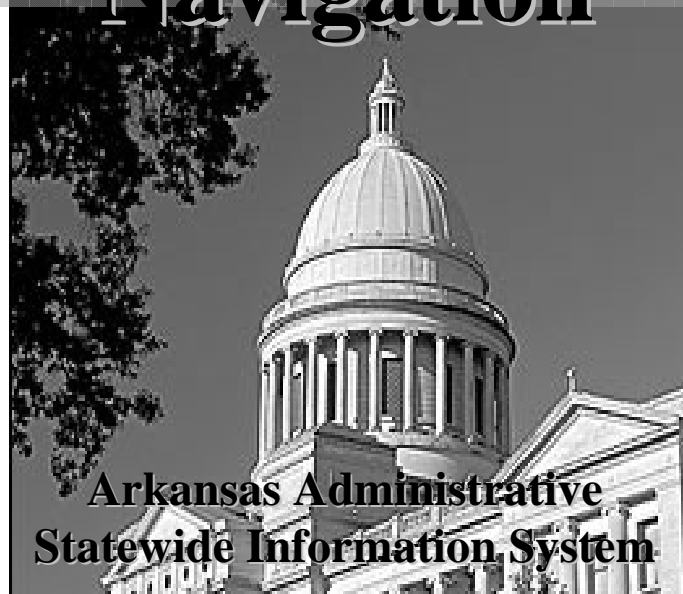




AASIS Overview and Basic Navigation





Overview and Objectives



Introducing AASIS



Class Description

Course Title: AASIS Overview and Basic Navigation

Course Code: AOBN

Duration: 1 Day

Hours: 7 Hrs

Audience: All SAP Users within the AASIS system



CERTIFICATION

*A Skill Assessment Test will be offered upon completion of this course.
Those meeting the minimum requirements will receive a Certificate
of AASIS Skill Achievement.*

To receive your Certificate, you will be required to:

Complete a Comprehensive test consisting of:

- 1. Fill in the blank*
- 2. Skill Assessment*

Good Luck!

-AASIS Support Center

Course Overview and Objectives

By the end of this course, participants will be able to:

- Understand AASIS
- Log On and Off the AASIS system
- Understand and use the AASIS Window elements
- Use Navigational Techniques to work through Transactions
- Create Favorites Folder and other user specific Settings
- Enter data in an AASIS Business Transaction
- Entering and Saving Data
- Work with Multiple Sessions
- Become familiar with the usage of Employee Self Service (ESS) and training using the AASIS website.